

Kirklees College Corporation

SEARCH AND GOVERNANCE COMMITTEE

Minutes of a meeting held on Thursday, 11 May 2017 at 3pm at the Huddersfield Centre

Present:	Mr G Alvy	Independent member
	Mrs J Bracewell	Independent member
	Ms M Gilluley	Principal and Chief Executive

Attendance: 3/5 = 60% [KPI 80%]

In attendance: Mr D Winward Clerk to the Corporation

1. Election of Chair

Mrs Bracewell was elected as Chair for the meeting.

2. Apologies for absence

Apologies were received from Independent members: Mrs C George and Mr J Williams.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of the previous meeting

The minutes of the meeting held on 23 February 2017 were agreed as a correct record.

5. Matters Arising

The Committee noted that the Corporation had accepted its recommendations to appoint Mr D Keeton to the Board and to re-appoint several members for a further term; and the Chair and Vice Chair's recommendation to re-appoint Mr Hawley.

6. Membership Report

The Clerk presented a report on the current membership position within the Corporation.

Independent Member Vacancies - Current

There was currently one vacancy for an Independent member.

Independent Member Vacancies – Future

A table was presented showing the service and expiry dates of all Independent members.

Mr Alvy's term of office was due to expire on 31 July 2017 when he would retire from the Board, creating a further vacancy.

The Committee discussed options being explored to fill the remaining and future vacancies.

Ms Susan Weston had been suggested as a suitable candidate for the vacancy created by Mrs Gedman's departure.

The Principal reported that she had spoken to Mr Alistair Conn, the site manager of Syngenta, Huddersfield. The Clerk had subsequently contacted Mr Conn with a view to progressing an application for membership.

RESOLVED: to receive the report.

7. Interview with Prospective Member

The Committee met with prospective member Ms Susan Weston who had been invited to meet with members at today's meeting. She had been suggested as a prospective member by the Acting Chief Executive of the Kirklees Council (former governor Mrs Gedman). Ms Weston is a 'Skills Manager' and a senior member of the Council's Strategy and Business Team.

The Committee questioned Ms Weston about her skills, motivation and availability for the role of governor with the College, and considered the Governor Role Description and Person Specification, Governor Selection matrix and the current skills profile of the Corporation when considering whether to recommend her appointment to the Board.

RESOLVED: to recommend to the Corporation the appointment of Ms S Weston to the Corporation Board for a 4 year term expiring 31 March 2021.

8. Corporation and Committee Proposals

Following discussion at the Governors' Strategy Day on 5 May, the Principal presented a report containing proposals intended to enable time in governors' meetings to be prioritised appropriately and enable discussion of strategic issues.

These proposals included the adoption of a standard agenda format, guidelines for managers on the preparation and presentation of papers, and plans to develop a revised set of Key Performance Indicators and an accessible data dashboard for governors.

The Committee welcomed the proposals, the detail of which would be taken forward by the Principal, Clerk and Senior Leadership Team.

It was proposed that the remit of the Dewsbury Learning Quarter (DLQ) Core Steering Group should be broadened to include relevant curriculum matters, and for this group to report into the Corporation. It was noted that the Terms of Reference for this group would require revising.

It was also proposed that a temporary Task & Finish group should be set up to support and monitor progress on the College's application to the Transaction Unit for funding from the Restructuring Fund. Mr Alvy, Mrs Bracewell and Mrs George had volunteered to join this group and dates for 3 possible meetings were agreed.

RESOLVED:

- i. to receive the report;*
- ii. to approve the proposed changes to the Corporation agenda structure, the detail of which to be agreed by the Principal and Clerk;*
- iii. to approve the broader remit for the DLQ Core Steering Group as proposed;*
- iv. to approve the setting up of a temporary Task & Finish group to support and monitor progress on the College's application to the Restructuring Fund.*

9. Publication of Papers and Declaration of Confidentiality

RESOLVED: that Ms Weston's CV be declared confidential under Clause 17(2) of the Instrument of Government, as it contained personal information.